

JOB TITLE: Chief Building Inspector

JOB CODE: 10.26

GRADE: 21

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: Provides supervision and coordination of the work of the inspectors engaged in the examination of construction of buildings within the City. Ensures conformity to building, electrical, plumbing, A/C mechanical and gas codes, as well as other applicable laws. Assigns the inspectors work to ensure that all inspections are made each day and that no inspector has more work than an inspector can perform in a day.

MINIMUM QUALIFICATIONS: Graduation from an accredited high school or equivalent and seven (7) years experience in building construction work, three (3) of which must have been in a supervisory capacity. College courses in appropriate field may be substituted on a year-to-year basis for work experience for a maximum of two years. Must be certified as Chief Building Inspector or Chief Code Analyst by ICC within one (1) year of employment.

SPECIAL REQUIREMENTS:

- Thorough knowledge of modern building construction practices, methods, materials, equipment and zoning practices.
- Thorough knowledge of local building construction codes.
- Knowledge of the principals and practices applied to enforcing building, fire and zoning regulations.
- Ability to supervise field and office personnel in building, fire and zoning inspection activities.
- Ability to understand and interpret codes, plans and specifications.
- Ability to establish and maintain cooperative relationships with fellow employees, contractors, the general public, architects, engineers, and public officials.
- Ability to enforce building codes and ordinances with firmness, impartiality and tact.

ESSENTIAL FUNCTIONS:

- Supervises, directs and coordinates the activities of the inspection division.
- Supervises and coordinates the review of plans and specifications by the inspectors.
- Investigates and answers complaints relative to building construction, fire life safety construction, and the activities of licensed and unlicensed persons.
- Consults and interacts with contractors, engineers, architects, the general public and other departments.
- Monitors the quality of work of the inspection division as required to ensure competent and efficient implementation of building codes and the applicable laws.
- Assists in the evaluation of requirements governing the use of innovative building designs, materials and construction systems.
- Assists in the writing of new codes.
- Checks existing buildings for code violations prior to the issuance of a certificate of occupancy.
- In addition to the above essential functions typical to this classification, the incumbent may be required to perform such other related duties and responsibilities as may be assigned by the Deputy Director of Building, Zoning and Code Compliance.

PUBLIC CONTACT: This position requires constant public contact with contractors and the general public. The employee acts as a City and Department representative to the public.

SUPERVISION RECEIVED: Considerable independent judgment is exercised. Work is reviewed by the Deputy Director of Building, Zoning and Code Enforcement or other designated official for conformance with established codes and regulations.

SUPERVISION EXERCISED: Supervises, plans, directs and reviews the work of Inspectors, or others as assigned.

PHYSICAL REQUIREMENTS: This is light work requiring the exertion of 20 pounds of force occasionally and up to 10 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Worker is subject to inside and outside activities with no effective protection from weather changes. Visual acuity is required to inspect buildings while under construction for code violations. Worker is required to hear sufficiently to perceive information at normal spoken word levels. Work entails possible safety hazards and necessary safety precautions are to be taken to prevent injury. Manual dexterity is required to operate equipment in performance of duties.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.